The following instructions are for the assignment ***67D Outline.*** It is in the book, but thought that you would like to follow these typed instructions instead. Check off each step as you move through the instructions so you know where you are.

* Open the Data File *DF 67D Outline.* If it wasn’t sent to you by the teacher, then you need to save it into your file from the class page in Keehn’s Place.
* Select all of the text.
* Go to Numbering (lists) and select a style from the Library.
* Using the Increase/Decrease buttons on your Home Ribbon, make the following changes:
  + 1st Level: Breakfast, Lunch
  + 2nd Level: Cereal, toast, orange juice, sandwich, chicken soup, apple
  + 3rd Level: all remaining items. (rice, skim milk, no sugar, jam, butter, wheat bun, meat, cheese, mustard)
* Add a header to the top of your outline: *Name, Grade/Pd Title Date*
* Format your Numbered List (the number bullets, not the text of the outline) to a color & font of your choice. It cannot be any bigger than 12 pt.
* You will most likely have to fix your outline once again. Follow the steps needed to increase the indent for your outline items.
* The format of the numbers will not carry over the 2nd or 3rd level of outline items. Only the 1st level will be formatted. THIS IS OK!!
* Save As: 67D OutlineXX
* Change the placement of the 1st level items: Bullet @ 0” Text @ ¼”
* Change the placement of the 2nd level items: Bullet @ ½” Text @ ¾”
* Change the placement of the 3rd level items: Bullet @ 1” Text @ 1¼”
* Select your entire outline. Change the line spacing to 1.15 line spacing. Remove the spacing after each paragraph.
* Select the entire outline. Change the size of the font to 14.
* Save, Print, Turn into tray by the printer.